

Employment Opportunity

Planning Analyst

Up to \$78,786 per year plus benefits

Application Process: Applications will be accepted until 4 p.m. on September 7, 2007 or until filled. Applications may be mailed or delivered in person

Complete the SANBAG application form. Provide a one-page written summary of your experience in the workplace and/or education relative to this position, describing work performed and the frequency. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

The Job: The Planning Analyst performs complex and varied tasks related to a broad range of transportation planning issues and activities. Services will be performed under the general supervision of the Director of Planning and Programming, in coordination with other SANBAG staff, management, and contractors.

Essential functions of this position are to:

- Maintain data and perform analyses for the development mitigation program, including nexus study updates and development impact fee review
- Participate in area-wide and corridor planning and environmental studies
- Monitor and report on transportation plans of local government jurisdictions.
- Review and report on audits of special transportation fund accounts of local government jurisdictions
- Prepare statistical and narrative reports on transportation programs for policy review
- Participate in project development teams for highway project planning and development
- Document meetings, research, planning and preparation of reports related to transportation projects and priorities
- Provide technical assistance to local jurisdictions and coordinate activities relative to SANBAG programs and projects
- Assist with development of agenda materials for policy review and consideration
- Represent SANBAG at various local, regional, state and public meetings on transportation funding issues and project priorities

Travel: Occasional travel throughout the County and the Southern California region may be required. At the time of hire, a valid California driver's license and proof of automobile liability insurance must be provided.

Minimum Requirements:

Ability to: develop and maintain spreadsheets related to transportation planning functions; analyze information and present it in printed form; communicate effectively in written and verbal form; maintain an effective working relationship with the public, staff and elected representatives of government entities. Extensive experience using word processing, spreadsheet, and database software products.

Education: Bachelor's degree in administration, transportation, planning, or a related field.

Experience: Four years work experience in a responsible position in municipal government, transportation, or a related field. Strong verbal and written communications skills are required.

Substitution: A Master's degree in a related field may substitute for two years of experience.

Physical Demands: Manual and automated entry of complex and lengthy numerical and data items. Ability to converse and respond in forums and meetings. Strength, dexterity, coordination, and vision to use keyboard and video display terminal. Reading long reports. Occasional lifting of items weighing up to 25 pounds, such as files, boxes, and stacks of paper. Moving from place to place within the office and community. Reaching for items above and below desk level. Dexterity in handling files and single sheets of paper, and the ability to sit for long periods of time.

Forward Application to: San Bernardino Associated Governments
Attn: Deborah Barmack
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92401-1715

Visit SANBAG at <http://www.sanbag.ca.gov>

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